

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION**1.1 Position Title: Estate Manager****1.2 Position Level:10****1.3 Occupational Group: Administrative & Technical Staff****1.4 College/OVC: College of Natural Resources****2. MAIN PURPOSE OF THE POSITION:** *(provide main purpose of the job)*

The Estate Manager in a college plays a key role in ensuring that the campus infrastructure, facilities, and physical assets are efficiently managed, safe, and well-maintained

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)*

1. Allot developmental plots, sheds or houses;
2. Execute lease agreement with the customers;
3. Carry out routine and regular inspection of the buildings, water supply, electricity and sanitation facilities;
4. Ensure proper maintenance of the estate premises
5. Carry out budget preparation for the maintenance works;
6. Check constantly with the tenants whether they follow the lease agreement properly and settled bills on time – water bills, electricity bills and service charges etc.;
7. Ensure that all the facilities within the estate are properly utilised;
8. Keep good working relation with the municipal authorities, Power Department and Telecommunication in availing required facilities from them; and
9. Carry out any other works that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list of specific task that is not covered by the Representative Work Activities)*

1. Management of Physical Infrastructure

- Oversee buildings, classrooms, hostels, roads, and other facilities
- Ensure proper maintenance and timely repairs
- Plan upgrades and renovation works

2. Campus Maintenance and Operations

- Supervise daily maintenance activities (plumbing, electrical, carpentry, etc.)
- Ensure cleanliness, landscaping, and waste management across the campus
- Maintain a safe and conducive environment for students and staff

3. Asset and Inventory Management

- Keep records of college assets (furniture, equipment, buildings)
- Monitor usage and prevent misuse or loss
- Plan for replacement and procurement of assets

4. Project Planning and Implementation

- Coordinate construction and development projects
- Liaise with contractors, engineers, and suppliers
- Ensure projects are completed on time and within budget

5. Compliance and Safety

- Ensure compliance with safety standards, building codes, and regulations
- Implement fire safety, emergency preparedness, and risk management measures

6. Resource Efficiency

- Manage utilities such as water, electricity, and energy use
- Address issues like water shortages and power reliability
- Promote sustainable and cost-effective practices

7. Administrative Coordination

- Work closely with college management and other departments
- Prepare reports, budgets, and maintenance plans

5. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide)*

5.1 **Education: Class XII with Diploma in Civil Engineering**

5.2 **Experience: Desirable**

5.3 **Knowledge Skills and Abilities:**

1. Technical Skills

- Ability to inspect buildings and diagnose maintenance issues

- Project coordination and contractor supervision
- Basic understanding of engineering drawings and estimates
- Use of facility management software and reporting tools

2. Management & Administrative Skills

- Planning and organizing maintenance schedules
- Budgeting and cost control
- Record keeping and documentation
- Policy implementation and compliance monitoring

3. Interpersonal Skills

- Communication skills – coordinating with staff, contractors, and management
- Leadership and team supervision
- Problem-solving and decision-making
- Negotiation skills with vendors and service providers

4. Personal Attributes

- Attention to detail
- Reliability and accountability
- Ability to work under pressure
- Proactive and solution-oriented mindset